

TRIPURA GAZETTE



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PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA HEALTH AND FAMILY WELFARE DEPARTMENT

No.F.1(68)-DHS/GS/22

Dated, Agartala, the 22nd December, 2023.

NOTIFICATION

In exercise of the powers conferred by section 68 of the National Commission for Allied and Healthcare Professions Act, 2021 (14 of 2021), the Tripura State Government, hereby makes the following rules, namely: —

1. **Short title and commencement.** — (1) These rules may be called the 'Tripura State Allied and Healthcare Council Rules, 2022'.
(2) They shall come into force from the date of their publication in the Official Gazette.
2. **Definitions.**—
 - (1) In these rules, unless the context otherwise requires,—
 - (a) "Act" means the National Commission for Allied and Healthcare Professions Act, 2021 (14 of 2021);
 - (b) "Commission" means the National Commission for Allied and Healthcare Professions constituted under section 3 of the Act,
 - (c) "Form" means a form annexed to these rules,
 - (d) "Section" means a section of the Act.
 - (e) "Council" means the Tripura State Allied and Healthcare Council constituted under Sub Section (1) of Section 22 of the National Commission for Allied and Healthcare Professions Act 2021.
 - (2) Words and expressions used in these rules and not defined herein but defined in the Act shall have the respective meanings assigned to them in the Act.
3. **Qualifications and experience of the Member of the Tripura State Council under clause (e) of sub-section (3) of section 22.—**
 - (1) **Qualification and experience:** Two person having an outstanding ability, proven administrative capacity and integrity, possessing a Post-graduate / Graduate degree in any profession of recognized category of allied and healthcare sciences from any University with experience of not less than fifteen years in the field of allied and healthcare sciences or Diploma in any profession of allied & healthcare sciences from recognized Board / University with experiences of not less than twenty years out of which at least five years shall be as a leader in the allied and healthcare professions.
 - (2) The Members shall be appointed by biennial rotation in alphabetical order. The member shall be appointed on biennial rotation of professions by a committee of Chairperson, President of Autonomous Board of state council and Ex-officio member from the Medical College nominated. The Committee shall determine their methodology for selection of members in a transparent and merit-based manner.
 - (3) The member shall be appointed for a period of two years.
 - (4) The member shall be of a different profession as that of the President of the Autonomous Board.

4. Qualification, experience of the Members of the State Council under clause (f) of sub-section (3) of section 22.— (1) The member shall be appointed by the State Government from amongst the charitable institutions which have been in operation for at least fifteen years in the healthcare system, preferably with a tertiary or super-specialty hospital engaged in direct delivery of affordable healthcare service and education.

(2) No Institution shall be represented by more than one nominee in the Council at a time.

(3) **Qualification and experience:** A person having an outstanding ability, proven administrative capacity and integrity, possessing a Post-graduate degree in any profession of recognized category of allied and healthcare sciences from any University with experience of not less than fifteen years in the field of allied and healthcare sciences, out of which at least five years shall be as a leader in the allied and healthcare professions.

5. Salaries and allowances payable to and other conditions of service of Chairperson (under section 68-n) :—

(1) The salary payable to the Chairperson of the Council under shall be equivalent to the salary of the Additional Secretary to the Government of Tripura.

Provided that where the Chairperson of the Council is a retired person from Government, semi-Government agencies, public sector undertakings or recognized research institutions, the salary payable together with the pension or pensionary value of the terminal benefits, or both, received by him shall not exceed the last pay drawn.

(2) If the Chairperson of the Council is in-service of the State Government, his salary and allowances shall be regulated in accordance with the rules applicable to him and his tenure in the Council shall be treated as transfer on deputation, in terms of prevalent rules of the Government of Tripura.

(3) Declaration of assets, professional and commercial engagement or involvement by Chairperson of Council —

(a) The Chairperson of the Council shall file return of assets and liabilities in the manner as per prevalent rules or guidelines for employees of equivalent level in the State Government.

(b) The Chairperson of the Council shall also declare their professional and commercial engagement or involvement on their first appointment and at the time of demitting office in Form A of the Schedule annexed with these rules.

(4) Leave and other entitlements of the Chairperson of the Council shall be as per the prevalent Government of Tripura rules or guidelines applicable to State Government employees.

(5) The State Government shall be the authority competent to grant leave to the Chairperson of the Council. The Chairperson shall be the authority competent to grant leave to the Secretary and Presidents of autonomous boards of the Council.

6. Travelling and other allowances of the members under sub-section (2) of section 23 :

(1) The member of the Council shall be paid travelling allowances and daily allowances (T.A&D.A.) in accordance with the rules as applicable from time to time for the Group-A officers of State Government.

(2) Every Member of the Council shall be his own controlling officer in respect of his bills relating to travelling allowances and daily allowances.

7. Transaction of business a meeting of the Council –

(1) **Time, place and manner of rule of procedure in respect of transaction of business at meetings including quorum of the Tripura State Council under sub-section (1) of section 26;**

(a) The time and place of the meetings of the Council shall be decided by the Chairperson.

(b) Chairperson may also call a special meeting of the Council at any time after giving three days notice to deal with any urgent matter requiring the attention of the Council.

Provided that at a special meeting, the subject or subjects for the consideration of which the meeting has been called shall only be discussed.

(2) **Notice of meetings and agenda paper:-**

(a) Notice of every meeting other than a special meeting, shall be communicated by the Secretary to each member of the Council not less than fifteen days before the date of the meeting.

(b) The Secretary shall issue with the notice of the meeting a preliminary agenda paper showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the movers.

(c) A member who wishes to move any motion not included in the preliminary agenda paper or an amendment to any motion so included shall give notice to the Secretary not less than five clear days before the date fixed for the meeting.

(d) The Secretary shall, not less than ten clear days before the date fixed for the meeting, or in the case of a special meeting, with the notice of the meeting, issue a complete agenda paper showing the business to be brought before the meeting.

(e) A member who wishes to move an amendment to any motion included in the agenda paper, but not included in the preliminary agenda paper shall give notice thereof to the Secretary not less than three clear days before the date fixed for the meeting.

(f) The Secretary shall cause a list of all amendments of which notice has been given under sub-rule (e) to be made available for the use of every member:

Provided that the Chairman may, if the Council agrees, for reasons to be recorded in writing, allow a motion to be moved at a meeting notwithstanding the fact that notice thereof was received late to admit of compliance with this rule.

(3) Admissibility of motion: –

I. The Chairperson shall disallow any motion –

(a) if the matter to which it relates, is not within the scope of the Council's functions
(b) if it raises substantially the same question as a motion or amendment which has been moved or withdrawn with the leave of the Council at any time during the six months immediately preceding the date of the meeting at which it is designed to be moved:

Provided that such a motion may be admitted at a special meeting of the Council convened for the purpose on the requisition of not less than two – thirds of the members of the Council:

Provided further that nothing in these rules shall operate to prohibit discussion of any matter referred to the Council by the State Government in the exercise of any of its functions under the Act

(c) unless it is clearly and precisely expressed and raises substantially one definite issue;
(d) if it contains arguments, inferences, ironical expressions, imputations or defamatory statements:

Provided that if a motion can be rendered admissible by amendment, the Chairperson may, in lieu of disallowing the motion, admit it in the amended form.

II. When the Chairperson shall disallow any motion, the Secretary shall inform the concerned member stating the reasons for rejection thereof.

(4) Adjournment for want of quorum: – The quorum of the meeting shall be one-half of the total members of the members of the Council including the Chairperson. If, at any time appointed for a meeting or during the course of any meeting, a quorum is not present, the meeting shall be adjourned, and if a quorum is not present, on the expiration of thirty minutes from such adjournment, the meeting shall stand adjourned to such future date and time as the Chairperson of the Council may appoint.

Quorum for special meeting shall be one-third of the total members of the Council, including the Chairperson.

(5) Conduct of business:

(a) The Chairperson shall preside at every meeting of council. In the absence of Chairperson the members present in the meeting shall elect amongst them any member to preside over the meeting.

(b) Every matter raised by a member shall be determined on a motion moved by the member duly seconded and put to the Council by the Chairperson.

(c) When a motion has been moved and seconded and put to the Council by the Chairperson, it may be discussed as a question to be resolved either in the affirmative or in the negative or any member may, subject to rule 7 on scope of amendments, move an amendment to the motion:

Provided that the Chairperson shall not allow an amendment to be moved which, if it had been a substantive motion, would have been inadmissible considering is beyond the scope of functions of the Council.

(d) Any motion or amendment standing in the name of a member who is absent from the meeting may be brought forward by another member with the permission of the Chairperson.

(6) Amendment to Motions:– When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the Chairperson shall state or read to the Council the terms of the original motion and of the amendment or amendments proposed serially.

(7) **Identical Motions:**— When motions identical in purport stand in the name of two or more members, the Chairperson shall decide whose motion shall be moved and the other motion or motions shall thereupon be deemed to be withdrawn.

(8) **Scope of Amendments:**—

- (a) An Amendment shall be relevant to, and within the scope of, the motion to which it is proposed.
- (b) An amendment may not be moved that negates the original motion.
- (c) The Chairperson may refuse to put to the Council an amendment which in his opinion is not relevant to the motion.

(9) **Form of Amendments:**— A motion may be amended by —

- (a) The omission, insertion or addition of words or
- (b) The substitution of words for any of the original words.

(10) **Debate:**—

(I) When a motion or amendment is under debate, no proposal with reference thereto shall be made other than—

- (a) an amendment of the motion or of the amendment as the case may be, as proposed in sub-rule 4 of rule 7.
- (b) a motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or sine die;
- (c) a motion for the closure, namely a motion that the question be now put;
- (d) a motion that the Council instead of proceeding to deal with the motion do pass to the next item on the programme of business:

Provided that no motion of the nature shall be moved or seconded by a member who has already spoken to the question then before the meeting:

Provided further that a motion referred for closure or passage to next item shall be moved without any speech.

(II) It shall be the discretion of the Chairperson to accept or refuse a proposal for the adjournment of the debate on the motion or amendment.

(III) Upon accepting the closure motion, the Chairperson shall put the substantive motion or amendment to vote after allowing the mover the right to reply.

(11) **Withdrawal of motion:**— A motion or an amendment which has been moved and seconded shall not be withdrawn save with the leave of the Council which shall not be deemed to be granted, if any member dissents from the granting of leave.

(12) **Discussions by Members:**— When a motion has been moved and seconded, members other than the mover and the seconder may speak on the motion in such order as the Chairperson may direct:

Provided that the seconder of a motion or of an amendment may, with the permission of the Chairperson, confine himself to seconding the motion or amendment, as the case may be, and speak thereon at any subsequent stage of the debate.

(13) **Right of reply of the Mover:**— The mover of a motion and, if permitted by the Chairperson, the mover of any amendment, shall be entitled to a right of final reply and no other member shall speak more than once to any debate except with the permission of the Chairperson, for the purpose of making a personal explanation or of putting a question to the member then addressing the Council:

Provided that a member may at any stage of the debate may raise a point of order substantially incorporating therein a point of law, or statutory procedure, but shall not be allowed to make any speech:

Provided further that a member who has spoken on a motion may speak again on an amendment subsequently moved to the motion.

(14) **Voting on Motion:**— When any motion involving several points has been discussed, it shall be in the discretion of the Chairperson to divide the motion and put each or any point separately to vote as he may think fit.

(15) Voting on amendment to Motion:-

- (a) An amendment to a motion shall be put to vote.
- (b) If there are more amendments than one to a motion the Chairperson shall decide the order in which they shall be taken up.
- (c) Voting shall ordinarily be by show of hands, but it may be by ballots in case a demand to that effect is made by not less than three members:
- (d) The result of the votes shall be announced by the Chairperson.
- (e) In the event of equality of votes, the Chairperson shall have a second or casting vote.

(16) Adjournment of meetings:-

- (a) The Chairperson may if he deems necessary at any time, adjourn any meeting to any future date or to any hour of the same day stating the reasons thereof.
- (b) Whenever a meeting is adjourned to a future date, the Secretary shall send notice of the adjourned meeting to all the members.
- (c) When a meeting has been adjourned to a future date and the Chairperson changes it to any other date for compelling reasons, the Secretary shall communicate the said change to each member.
- (d) At a meeting adjourned to a future date any motion standing over from the previous day shall, unless the Chairperson otherwise directs, takes precedence over other matters on the agenda.
- (e) Either at the beginning of the meeting or after the conclusion of the debate on a motion during the meeting, the Chairperson may suggest a change in the order of business on the agenda and if the Council agrees such a change shall take place.
- (f) No matter which had not been on the agenda of the original meeting shall be discussed at an adjourned meeting.
- (g) The same quorum shall be necessary for an adjourned meeting as for the ordinary meeting.

(17) Points of Order:-

- (a) The Chairperson shall decide all points of order or disputes which may arise in any meeting.
- (b) If any question arises with reference to procedure in respect of a matter for which these rules have no provision the Chairperson shall decide the same.

(18) Authorized persons to attend Commission meetings: - In the meetings of the Council, no person other than the members, officers and employees of the Council, or a person eligible as per sub-section (2) of section 10 of the Act, shall be present except with the prior permission or special invitation of the Chairperson.

(19) Sitting Fee: The members of the Council shall be entitled to a sitting fee of five thousand rupees for each day of the sitting of the Council from time to time.

8. Salary, allowance and other conditions of service of the Secretary other officers and employees of the State Council under sub-section (2) of section 28.

- (1) The salary payable to the Secretary to the Council shall be equivalent to the salary of Joint Secretary to the Government of Tripura.
- (2) The Secretary to the Council shall possess:-
Post Graduate / Graduate degree in any Profession of recognized category of Allied and Healthcare science with experience of not less than 20(twenty) years in the field, out of which at least 5 years shall be as a leader in the allied and Healthcare professions and having an outstanding ability, proven administrative capacity and integrity.
- (3) **Term of office of Secretary to Council—** The Secretary to the Council shall hold office for a term of four years. The Secretary shall, however, cease to hold office on attaining the age of seventy years, if attained before the completion of his term.
- (4) If the Secretary of the Council is in service of the State Government his salary and allowances shall be regulated in accordance with the rules applicable to him or sub- rule (i), whichever is higher and his tenure in the Council shall be treated as transfer on deputation, in terms of prevalent rules of the Government of Tripura.

(5) Role of the Secretary:-

- (a) The Secretary shall exercise in respect of the office of the Council (Secretariat) such powers as are exercised by the "Head of Office" under the Government of Tripura and perform such duties as have been given in the Act and rules.
- (b) The Secretary shall also be responsible for the safety of the property of the Council and the control and management of the secretariat, accounts and correspondence, and shall see that the staff attend punctually, and generally discharge all such duties as may be required of them by the Council, the Advisory Council and the Professional Councils for the purposes of the Act.
- (c) The Secretary shall attend and take notes of the proceedings of meetings of the Council, any sub-committee thereof, Advisory Council and other committees as may be appointed by the Council or any of its bodies.
- (d) The Secretary shall not less than 90 days before the expiration of the term of any existing appointment, draw the attention of the Chairperson, to the approaching vacancy, and the latter shall forthwith report it to the Council in order that a new appointment may be made to take effect from the day on which the existing appointment will expire.
- (e) The Secretary shall be the certifying officer for traveling, halting and other allowances to members, inspectors and other employees of the Council and the Chairperson of the Council for those of the Secretary.
- (f) Leave and other entitlements of the Secretary and other officers of the Council shall be as per the prevalent Government of Tripura rules/guidelines applicable to State Government employees.
- (g) The Chairperson shall be the authority competent to grant leave to the Secretary of the Council. The Secretary shall be the authority competent to grant leave to all the other employees of the Council.

(6) Declaration of assets, professional and commercial engagement or involvement by Secretary—

- (a) The Secretary of the Council shall file return of assets and liabilities in the manner as prescribed by the State Government for employees of equivalent level in the State Government.
- (b) The Secretary of the Council shall also declare his professional and commercial engagement or involvement on his first appointment and at the time of demitting office in Form A of the said Schedule.

(7) Duties and tenure of officers and employees (other than Secretary):-

- (a) Officers and the employees of the Council shall retire from service on super-annuation on the afternoon of the last day of the month in which an officer or employee attains the age of sixty years. Extension of service shall not be given in any circumstances except with the approval of the State Government.
- (b) The Officers of the Council shall discharge such duties as may be assigned to them by the Secretary, Chairperson or Council from time to time under the overall supervision of the Secretary.

10. Fees for registration in the state Register under sub-section (1) of section 33 :-

- (1) The Council shall maintain the Tripura State Allied and Healthcare Professionals Register, that shall be online and live.
- (2) The applicant shall fill the application as per Form B or a format designed by the council for the issuance of the certificate of registration.
- (3) The registration fee is Rs.2000/- Or decided by the Council from time to time payable in favour of the Secretary, Tripura State Allied and Healthcare Council fund along with the application.

11. Form of certificate of registration under sub-section (3) of section 33 :—

A Certificate in Form C annexed to these rules or as modified by the Council shall be issued by the Secretary under his seal, to all persons who are directly registered with the Council in respect of Tripura State Allied & Healthcare Council.

12. Fees and form for duplicate certificate under section 34 –

- (1) A Certificate in Form C annexed to these rules or as modified by the Council shall be issued by the Secretary under his seal, to all persons in respect of State Allied & Healthcare Council.
- (2) In case of issuance of duplicate certificate a fee of Rs 2000/- or as decided by the Council from time to time will be chargeable in favour of the Secretary for State Allied and Healthcare Council fund along

with the application.

13. Fee and the manner of payment of such fee under sub-section (1) of section 35 –

- (1) A renewal Certificate in **Form C** annexed to these rules or as modified by the council shall be issued by the Secretary under his seal, to all persons in respect of Tripura State Allied & Healthcare Council.
- (2) In case of issuance of renewal certificate a fee of Rs 3000/- (Three thousand) or as decided by the council from time to time will be chargeable in favour of the Secretary for Tripura State Allied and Healthcare Council fund along with the application.

14. Fee for the restoration of name in the State Registrar under proviso to sub-section (2) of section 35 :–

- (1) In case of removal of name of defaulter under proviso to sub-section (2) of section 35, the name so remove may be restored to the said register on payment of Rs. 5000/- (Five thousand) or as decided by the council from time to time, which will be paid in favour of Secretary Tripura State Allied and Healthcare Council fund.

15. Fee for restoration of name in the state register under section 37:–

1. In case of restoration of name of a person in the state registered of fee of Rs. 10000/- (Ten thousand) or as decided by the State Council will be chargeable in favour of Secretary Tripura State Allied and Healthcare Council fund.
2. Form, manner and fees of application for additional entry in the state register :
 - a) Application for registration of additional qualification in the Tripura State Allied and Healthcare Professionals register may be submitted online to the State Council.
 - b) A fee of Rs. 2000/- (Two thousand) or as decided by the council from time to time, which will be paid in favour of Secretary State Allied and Healthcare Council fund. Copy of additional qualification (duly attested degree or diploma) for which additional entry is solved shall be send along with this application.
 - c) A certificate in **Form D** or as modified by the Council shall be issued by the Secretary under his seal.

16. The Manner of application of fund for expenses incurred in discharge of the functions of state council under sub-section (3) of section 51 :-

The fund referred to in sub-section (1) of section 51 shall be applied for the expenses of the State council incurred in discharge of its functions for the purpose of Act / State Council in such manner as decided by the State Council in its meeting.

17. Form and time for preparing annual report under section 53 :-

- 1) At the end of a period of 12 months ending from the 31st March of each year, the Council shall prepare the following financial statement along with necessary schedules, notes of accounts significant amount of policy in accordance with the notes and instructions for compilation of financial statement prescribed by State Govt.
 - a) Balance Sheet
 - b) Income and Expenditure Account
 - c) Receipt and payment account
- 2) The annual financial statement shall be approved and adopted by the council and for the purpose of authentication, be signed by the Chairperson and Secretary of the Council.
- 3) The approved annual financial statement of the Council shall be audited and presented to the Council in the meeting every 6 months of the end of the financial year.
- 4) The Council shall once in every year an annual report in respect of the matters specified in **Form E** of the schedule Annexed to the rules.
- 5) The Council shall submit annual report to the state govt. by 31st October of every year in soft and hard copy to the Principal Secretary / Secretary / Medical Education Dept. Of Tripura Government.

18. Constitution and Functions of Autonomous Board (Under Section – 29 – (1):-

- i) The State council shall by notification constitute the following Autonomous Boards for regulating the allied and Healthcare professionals, namely
 - a) Under graduate Allied and Healthcare Education Board
 - b) Post Graduate Allied and Healthcare Education Board
 - c) Allied and Healthcare Professions Assessment and Rating Board
 - d) Allied and Healthcare Professions Ethics and Registration Board
- ii) The autonomous Boards constituted as mentioned above shall consist of a President and 01 member from each recognized category and shall appointed by the state government.
- iii) Under graduate Allied and Healthcare Education Board and Post graduate Allied and Healthcare Education Board shall determine standards of allied and Healthcare education at the graduate, post graduate level and super specialty level, develop competency based on dynamic curriculum content, reviewing institutional standards against norms, faculty development, approval of course of recognized qualification and other functions as entrusted by the State Council for Under Graduate Education and Post Graduate Education.
- iv) The Allied and Healthcare Professions Assessment and Rating Board shall determine the procedure for the assessment and rating of allied and Healthcare institutions by providing for inspection of institutions to grant permission for establishment of new allied and Healthcare institutions and seat capacity, empanelling assessors, imposing warning of fines, recommend for withdrawal of recognition of institutions and any other function as entrusted by State Council to ensure maintenance of minimum essential standards.
- v) The Allied and Healthcare Profession Ethics and Regulation Board shall maintain online and live State Registers of all licensed allied and Healthcare practitioners in the State, regulate the professional conduct and promotions of ethics and undertake any other function as entrusted by the State Council.
- vi) The under graduate Allied and Healthcare Education or post graduate Allied and Healthcare Education or Allied and Healthcare Professions Assessment and Rating or Allied and Healthcare Professions Ethics and Registration shall perform such other functions as may be specified by regulations.
- vii) **Qualification and experience**
 - a) The President and members of autonomous board shall be a person possessing Post Graduate / Graduate degree in any Profession of recognized category of Allied and Healthcare science with experience of not less than 15 years in the field, out of which at least 5 years shall be as a leader in the allied and Healthcare professions and having an outstanding ability, proven administrative capacity and integrity.
 - b) The President and a member of the board shall be a registered professional of respective category.
- viii) **Tenure:** The tenure of the President and members of the board shall be 4 years from the date of joining.

19. Constitution of Advisory Board (under section-31):-

The State Council shall by notification constitute Professional Advisory Board for every recognized category and shall consist of President and members, not less than five and not exceeding ten, representing each profession in recognized category.

A. Qualification and experience :

- i. The President or member of Advisory Board shall be a person possessing Post Graduate / Graduate degree in any Profession of recognized category of Allied and Healthcare science with experience of not less than 15 years in the field, out of which at least 5 years shall be as a leader in the allied and Healthcare professions and having an outstanding ability, proven administrative capacity and integrity.
- ii. **Tenure:** The tenure of the President and member of the board shall be 4 years from the date of joining.
- iii. The President and a member of the board shall be a registered professional of respective category.

B. Functions of Advisory Board :

The Advisory board as may be necessary to examine the issue relating to one or more recognized categories and to recommend the state council and also to undertake any other activity as may be authorized by the state council.

20. Offences and punishments

- A. If any person whose name is not for the time being entered in the State Register falsely represents that it is so entered or uses in connection with his name or title any words or letters to suggest that his name is so entered, he shall be punished on the first conviction with imprisonment which may extend to 6 months or with fine not exceeding one lakh rupees or with both.
- B. If any person –
 - a) Not being a person registered in the State Register takes or uses the description of an Allied and Healthcare professional, or
 - b) Not possessing an allied and Healthcare qualification under this act, uses a degree or a diploma or a license or an abbreviation indicating or implying such qualification, shall be punished on first conviction with fine which may extend to one lakh rupees, and or any subsequent conviction with imprisonment which may extend to one year or with fine not exceeding two lakh rupees or with both.
- C. If any person whose name has been removed from Central Register or a State Register, he shall surrender his certificate of registration or certificate of renewal, as the case maybe, or both, falling which he shall be punishable with fine which may extend to Rs. 5000 per day after the first day during which offence continues.
- D. Whoever contravenes any of the provisions of this act or any rules or regulations made there under shall be punished with imprisonment which shall not be less than one year but which may extend to 3 years or with fine which shall not be less than one lakh rupees but which may extend to five lakh rupees both.

21. Form, manner, particulars, and fees for scheme for establishment of new allied and healthcare institution, new courses of study etc.-

- a. All applications under this Scheme shall be submitted to the Secretary of Council
- b. **Eligibility Criteria:** The following organizations shall be eligible to apply for permission to set-up an allied and healthcare professions college, namely:-
 - i. Central Government, State Government or Union territory;
 - ii. An University;
 - iii. An autonomous body promoted by Central and State Government by or under a Statue for the purpose of medical education;
 - iv. A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding Acts in States;
 - v. Companies registered under Company Act may also be allowed to open allied & healthcare colleges. Permission shall be withdrawn if the colleges resort to commercialization.
- c. **Qualifying criteria:** The eligible persons shall qualify to apply for permission to establish an institution if the following conditions are fulfilled:-
 - i. The institution is within the vicinity of a functional medical college or University and has an attached hospital for the purposes of practical exposure and internships to the students
 - ii. The institution must have University affiliation
 - iii. The institution fulfils the basic standards set by the provisions of this Act to be specified by the Council through regulations.
 - iv. The institution has to obtain an essentiality certificate from the concerned State Government indicating the need for the specific course/ courses, in the manner as specified by the Council through regulations.
- d. **Scheme form and procedures:**
 - I. **Part I- shall contain the following particulars about the person namely-**
 - (a) Status of the applicant in terms of the eligibility criteria
 - (b) Professional courses opted in the institution/ college

(c) Basic infrastructural facilities, managerial and financial capabilities of the applicant (Balance sheets for the last three years in case the person is not a State Government or a Union Territory)

II. Part II- shall contain the following.—

- (a) Name and address of the institution or college
- (b) Educational programme -
 - (i) Proposed courses
 - (ii) Proposed annual intake of students – Not more than 20 for Diploma courses, 40 for Bachelor courses and 8 for Post graduate courses.
 - (iii) Admission criteria and method of admission – As mentioned in the university ordinance.
 - (iv) Department wise and year wise curriculum of studies – As mentioned in the University ordinance and syllabus.
- (c) Reservation of seats – According to Tripura State government reservation rule prevailing from time to time.
- (d) Market survey and environmental analysis –
 - (i) State education policy with respect to allied & healthcare profession.
 - (ii) Needs and availability of trained workforce – regarding the professional courses opted for.
 - (iii) Gap analysis and how the gap will be bridged.
 - (iv) Catchment area in terms of patients for the proposed college.
 - (v) Mapping of number of hospitals and health facilities in the catchment area (public and private)
- (e) Site characteristics and availability of external linkages – topography, plot size, permissible floor space index etc.
- (f) Faculty and staff – Department-wise and year-wise requirement –
 - (i) Teaching staff (full time) – it is recommended that a faculty and student ratio of 1:3 for PG, 1:10 for UG and 1:12 for Diploma to be followed

Required teaching staff year wise Bachelor Courses for 40 intake

Bachelor Course year wise	Principal / HOD	Professor	Asso. Professor	Asstt. Professor
1 st & 2 nd year	01	01	02	04
3 rd & 4 th year	-	01	02	04
Total	01	02	04	08

Required teaching staff year wise PG Courses for 9 intake

PG Course year wise	Professor	Associate Professor	Asstt. Professor
1 st year	01	01	01
2nd year	01	01	01
Total	02	02	02

Required teaching staff year wise Diploma Courses for 25 intake

Diploma Course year wise	Associate Professor	Asstt. Professor
1 st year	01	01
2nd year	01	01
Total	02	02

- (ii) Technical staff
- (iii) Administrative staff
- (iv) Ancillary staff
- (v) Salary structure – as per state govt. rules for college and university
Teachers from time to time.
- (vi) Recruitment Procedure – as per UGC guideline.

III. a. Name and address of the existing hospital
b. Details of the hospital –

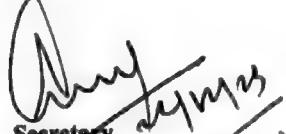
- i. Diploma Courses: – Own hospital/ attached hospital with 100 beds and related department is mandatory. Student : Patient Ratio in hospital and OPD should be 1:5. In case of an attached hospital there should be a maximum distance of 5 Km from the academic block of the College. The college must have its own/ tie-up with at least 2 PHCs/NGOs/Special Schools for community training.
- ii. Bachelor Courses: - Own hospital/ attached hospital with 150 beds and related department is mandatory. Student : Patient Ratio in hospital and OPD should be 1:8. In case of an attached hospital there should be a maximum distance of 5 Km from the academic block of the College. The college must have its own/ tie-up with at least 2 PHCs/NGOs/Special Schools for community training.
- iii. Own hospital/ attached hospital with 100 beds and related department is mandatory. Student : Patient Ratio in hospital and OPD should be 1:10. In case of an attached hospital there should be a maximum distance of 5 Km from the academic block of the College. The college must have its own/ tie-up with at least 2 PHCs/NGOs/Special Schools for community training.

Application Fee : - The Institution shall pay Rs. 2 Lakh for each course at the time of submission of application which shall be payable in favour of Tripura State Allied and Healthcare Council fund. 25% of the application fee shall be deposited in the treasury.

A Bank guarantee of Rs. 40 lakh to be submitted with application in the office of Tripura State Allied and Healthcare Council.

22. The following points may kindly be followed for identification and nomination of experts.

- i. Only one nomination per category may be shared by the Institute.
- ii. The nominated candidate must be from the respective allied and healthcare profession.
- iii. No nomination shall be repeated for more than one category.
- iv. If no suitable candidate is identified for a category, the position may be left vacant in the interest of maintaining highest quality standards.
- v. Chairman, Secretary, President of Autonomous Board and other members of Tripura State Allied and Healthcare Council must be nominated from Tripura domicile.



Secretary
Health & Family Welfare Dept.
Govt. of Tripura, Agartala

**SCHEDULE
Form A**

[See Rule 6(5) and 9 (6)]

**STATEMENT OF PROFESSIONAL AND COMMERCIAL ENGAGEMENTS OR INVOLVEMENT ON FIRST
APPOINTMENT AND AT THE TIME OF DEMITTING OFFICE**

Sl. No	Relation	Name	Professional position held in last three years from the date of declarations, if any	Commercial Engagements /involvement held in last three years from the date of declarations, if any
1	Self			
2	Spouse			
3	Dependent-1			
4	Dependent-2			
5*	Dependent-3			

* Add more rows, if necessary.

Date:

Signature of Applicant

Form B

[See Rule 10/2]

APPLICATION FORM FOR REGISTRATION IN THE STATE ALLIED AND HEALTHCARE PROFESSIONAL'S REGISTERAND FOR ISSUANCE OF CERTIFICATE OF REGISTRATION

1. Name of the applicant (In Block Letters)

2. Gender: Male/Female/Others

3. Age:

4. Parent's Name (Full)

5. Are you a citizen of India

- a. by birth or
- b. by domicile

If so, state the date of becoming Indian citizen.

6. Date and place of Birth

7. Present Occupation and Address (In block letters) with pin code

8. Permanent Address (In block letters) with pin code

9. Phone number

10. Details of payment of fee towards registration

11. Details of educational qualifications prior to/ other than allied and healthcare qualifications

Educational Qualification	Name of School/ College	Board / University	Year of Passing
Matriculation or equivalent			
Senior Secondary or equivalent			

12. Details of Allied and Healthcare qualification for which registration is applied

Name of Qualification(s)	Name of Institute/ College	University	Duration of the Course (with internship)	Name & address of hospital/ institute of internship	Date of admission and passing

13. Any other remarks/information that applicant wants to submit.

Signature of Applicant

Dated:

Note:

1. The application form should be properly and neatly filled in.
2. Following documents to be enclosed with application:
 - a)Degree or Diploma in original or Provisional Certificate from the University/or Dean of the college that the applicant is eligible for the award of the degree along with attested copies thereof may be forwarded along with the Registered Certificate.
 - b)Duly attested copy of certificate of practical training. (Compulsory rotating internship) issued by Dean of the college.
 - c)Provisional registration Certificate in original.
 - d)Two recent passport size photographs front view.
 - e)Signature on two self-adhesive slips provided with application.
3. The total registration fee is Rs.2000/- to be paid along with the application as fee for registration.

Form C

[See Rule 11 and 12]

**Certificate under section 33 of 3 of the National Commission for Allied and Healthcare Professions Act, 2021
Registration certificate.**

Certificate No. TSAHC/

Name	
(M) / (F) / Other	
Parent's Name	
Address	
Date and place of registration	
Qualification	
Date of completing qualification	

It is hereby certified that this is a true copy of the above specified Name in the Tripura State Allied and Healthcare Professional's Register

(SEAL)

*Secretary of TSAHC
Agartala, Tripura*

Date the

Note:

1. Every Registered Practitioner should be careful to send to the Secretary's immediate notice of any change in his address and also answer all enquiries that may be sent to him by the Secretary in regard thereto in order that his correct address may be duly inserted in the Register of Registered Practitioners.
2. No charge is made for alteration of address.
3. (M) & (F) indicates (Male) & (Female) respectively.
4. In case of issuance of Duplicate certificate a fee of Rs 2000 is chargeable. The mode of payment will be as specified by the Council.

FORM D

[See Rule 15]

Application Form

Registration of Additional Qualification/s u/s 18(1) of the National Commission for Allied and Healthcare Professions Act, 2021

1. Name of the Professional:
2. Primary Qualification Registration Number:
3. Primary registered qualification with year of obtaining:
4. Address and Phone No. as given in the Register:
5. State Council with which registered earlier (if any):
6. Present Address in Block Capitals with Pin code & Phone No.
7. Permanent Address in Block Capitals with Pin Code & Phone No.
8. Details of Additional Qualification applied for:

Name of Qualification(s)	Name of Institute/College	University	Duration of the Course (with internship)	Name & address of hospital/ institute of internship	Date of admission and passing

Date:

Signature of the Candidate

DECLARATION

I solemnly affirm and declare that the above entries made by me are correct.

Date:

Signature of the Candidate

(Name _____)

Instruction to Candidates for filling the application for Registration of additional qualification

1. The application form should be properly and neatly filled in.
2. A non-refundable crossed Bank Draft @Rs.2000/- (Rupees Two thousand only) for each qualification, in favour of Secretary, Tripura State Allied and Healthcare Council, Agartala, payable at Agartala, must be enclosed along with the application as fee or can be paid online.
3. The candidate is required to send attested copies by Magistrate / Gazetted Officer, of the degrees/diplomas or provisional certificate of Postgraduate qualification issued by the Registrar of the University concerned.
4. The application is to be forwarded direct, to this office and be addressed to the Secretary, Tripura State Allied Healthcare Council.

The certificate will be issued only to those who possess a recognized basic allied and healthcare qualification and subsequently have obtained recognized postgraduate qualification (s) as per provisions of the Act.

Form E
[See Rule 20]

Annual Report of Tripura State Allied Healthcare Council

Year.....

- 1. Introduction**
- 2. Constitution of The Council**
- 3. Council**
- 4. Objectives of Council**
- 5. Functions of The Council**
- 6. Advisory Council**
- 7. Recommendations of The Advisory Council**
- 8. Professional Councils**
- 9. Activities of Various Professional Councils**
- 10. Standardization of curriculum and scope of practice with respect to each profession under the various professional categories**
- 11. Task Shifting**
- 12. Registration of Allied and Healthcare Professionals**
- 13. Appeals**
- 14. Accreditation and Rating of Institutions**
- 15. Growth of Allied and Healthcare Education System**
 - (A) Universities / Institutions / Colleges**
 - (B) Faculty Strength**
 - (C) Student's Enrolment**
 - (D) Graduated Students**
 - (E) Employment statistics (Addition of workforce in the current year, percentage of students without employment etc.)**
 - (F) Research Development in Universities / Institutions**
 - (G) Condensed Statistics on Growth of Allied and Healthcare Education**
- 16. Guidelines for Determination of Fees for Seats in Private Institutions and Deemed Universities**
- 17. Common Entrance Examination**
- 18. Exit-cum-Licensing Examination**

- 19. National Teachers Eligibility Test**
- 20. Assessment of Health Care Including Human Resources for Health and Healthcare Infrastructure and Road Map for its Development.**
- 21. Website**
- 22. Legal Matters**
- 23. Vigilance**
- 24. Right to Information**
- 25. Accounts and Establishment, including annual audit report**
- 26. Publications**
- 27. Miscellaneous**

Date:



Secretary
Health & Welfare Department
Govt. of Tripura, Agartala